

WWALS Checklist for Festivals and Events

Display: • Tent (obviously not for inside events) • Tall Poles for banner • Table (unless venue supplies) ◦ Table covers / cloths • Chairs (unless venue supplies) • Vertical Display (trifold) ◦ The one with attaching table ◦ Or the wood board • Banners: ◦ WWALS (no upper) ◦ Suwannee Riverkeeper • Poster of Suwannee River Basin ◦ SRWMD satellite ◦ GA-EPD with basins labeled ◦ DNR wildlife posters ◦ Matte photos • Swag (stickers, shirts, hats, etc.) • Froggie toss game (board and frogs) • Candies • Enviroscape or something like it • Donation “pricelist” Supplies: • Tape (clear,masking) • String • rubber bands • Scissors • Knife • Pens Sustenance: • Water • Food • Cooler Electricity: • Long cord • Power strip • AC Dryer plug to 110 socket • AC lights • Battery light Clothing: • Hat • Change of clothes	Collecting money: • FAQ & membership form • Donation box (put it up front next to membership forms) • Square (to take card payments) • Raffle tickets (if raffling) • Separate money containers: membership, donation, raffle (and ticket stubs) Materials to hand out: • Newsletters (esp. latest w. event list) • Flyers for upcoming events • Water Trails ◦ ARWT Brochure ◦ WRWT Pamphlet • Bumper stickers Literature about issues: (some to hand out; some display only; newsletters can cover much of this) • Energy ◦ Solar power ◦ Pipeline(s) ◦ Coal ash ◦ Fracking ◦ Duke Suwannee power plant • Valdosta wastewater • Waycross superfund • Agriculture ◦ West coast ag. purchases (Bill Gates et al.) ◦ Pilgrim’s Pride ◦ Phosphate mining
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